



## Important points

Maintaining discipline during your internship at the IRMRI Institute is crucial for making a positive impression and maximizing your learning experience. Here are some guidelines to follow regarding timings, dress code, and meal routines:

**Mandatory:** -Students should carry their college ID cards, a copy of this acceptance letter, and any other relevant documents.

### Timings

#### 1. Work Hours:

- **Start Time:** Ensure you arrive at the institute by 8:30 AM.
- **End Time:** The standard end time is 5:30 PM, but be prepared to stay later if necessary.
- **Punctuality:** Arrive on time for all meetings, workshops, and other scheduled activities. Being late can disrupt the workflow and reflect poorly on your professionalism.

#### 2. Breaks:

- **Morning Break:** from around 08:00 AM for 15 minutes.
- **Lunch Break:** From 12:30 PM to 1:30 PM. For 40 mins
- **Afternoon Break:** Around 4:30 PM for 15 minutes.

### Dress Code

#### 1. General Attire:

- **For Men:** Formal shirts, trousers, and closed-toe shoes.
- **For Women:** Indian Attire, Formal blouses, trousers, and closed-toe shoes.

#### 2. Prohibited Items:

- Avoid wearing jeans, shorts, flip-flops, sneakers, t-shirts with offensive prints, or overly casual attire unless specified otherwise.

#### 3. Lab Safety:

- If your internship involves lab work, adhere to all safety protocols and touch the instruments under the supervision of those concerned.

### General Etiquette

#### 1. Communication:

- **Respectful Interaction:** Communicate respectfully with colleagues and supervisors.

#### 2. Workspace:

- **Cleanliness:** Keep your workspace tidy and organized.

#### 3. Professional Behaviour:

- **Responsibility:** Take responsibility for your tasks and meet deadlines.
- **Initiative:** Show initiative by asking questions, seeking feedback, and looking for opportunities to contribute beyond your assigned tasks.

### Canteen facilities

The institute provides a food subsidy of 75% on canteen rates for Breakfast, Lunch and Dinner expenses to be borne by individuals.

**By adhering to these guidelines, you'll demonstrate professionalism, respect for the institute's culture, and a commitment to your role as an intern.**



## **Accommodation (Strictly for all outstation Students)**

Please note that accommodation will be provided at our guest facilities, and the charges are as follows:

- **Accommodation Charges (On a sharing basis):** ₹2500/- per month

Guest house address: - **IRMRI Old Site** / B-88, Road No 24U, next to Bhatia Glass Company, Wagle Industrial Estate, Thane West, 400604 Contact person details:- Mr. Yatish Patni **+91 77159 83667** & Mr. Sukhdev. **+91 81699 14147**

### ***Dos:***

1. **Respect Quiet Hours:**
  - Keep noise levels low to ensure a peaceful environment for everyone.
2. **Maintain Cleanliness:**
  - Keep your room and all common areas clean and tidy.
  - Dispose of trash properly and use designated recycling bins where available.
3. **Follow Safety Procedures:**
  - Familiarize yourself with emergency exits and procedures.
  - Report any safety hazards or maintenance issues to the guest house management immediately.
4. **Be Considerate:**
  - Respect the privacy and personal space of other residents.
  - Share common areas and facilities considerately.
5. **Secure Your Belongings:**
  - Lock your room when you leave and keep valuables secure.
  - Do not leave personal items unattended in common areas.
6. **Adhere to Guest Policies:**
  - Inform management in advance if you plan to have guests.
  - Ensure your guests comply with guest house rules and respect other residents.
7. **Use Amenities Responsibly:**
  - Use shared amenities (Kitchen)
  - Clean up after using shared facilities.
8. **Follow Check-In and Check-Out Procedures:**
  - Complete necessary paperwork and adhere to check-in and check-out times as instructed.
9. **Guest House timings:**
  - The Guest house gates will be closed at 2130 hrs.

### ***Don'ts:***

1. **No Loud Music or Parties:**
  - Avoid playing loud music or hosting parties that can disturb other residents.
2. **No Smoking or Alcohol:**
  - Smoking and alcohol consumption are strictly prohibited within the guest house premises.
3. **No Illegal Activities:**
  - Engaging in illegal activities is forbidden and will result in immediate expulsion from the guest house.
4. **No Pets:**
  - Pets are not allowed in the guest house to maintain cleanliness and respect for those with allergies.
5. **No Unauthorized Guests:**
  - Do not allow anyone who is not a registered guest to stay overnight without prior approval from the management.
6. **No Damage to Property:**
  - Do not damage furniture, appliances, or other property. You will be held accountable for any damages caused.
7. **No Cooking in Non-Designated Areas:**
  - Use only the designated kitchen areas for cooking. Do not cook in your room.
8. **No Misuse of Fire Safety Equipment:**
  - Tampering with fire alarms, extinguishers, or other safety equipment is strictly prohibited.
9. **No Obstruction of Common Areas:**
  - Do not leave personal items in hallways or other shared spaces, as this can obstruct others and pose a safety hazard.